



# Department of Managed Health Care

## JOB OPPORTUNITY

GRAY DAVIS, Governor

MARIA CONTRERAS-SWEET, Agency Secretary

Release Date: March 5, 2001

**CLASSIFICATION:** Nurse Evaluator III - 1 Position (Perm/Full Time)

**FINAL FILE DATE:** Until Filled

**SALARY:** \$4157 - \$5007 Per Month

**LOCATION:** HMO Help Center (7667 Folsom Boulevard, Sacramento, CA 95828)

**DUTIES AND RESPONSIBILITIES:**

Under the general direction of the Staff Services Manager II, Supervisor, the Nurse Evaluator III will provide leadership in the Division of Preventative Health by supervising and managing the Nurse Evaluator Unit. Duties include, but are not limited to supervising staff in the evaluation of cases related to the quality and urgency of care provided to consumers and personally handle the most complex and sensitive cases, working with health plans and other agencies to resolve these issues. Schedule and manage the daily workload for the unit, while ensuring that all statutory requirements and critical deadlines are met. Prepare final Clinical Review Summary Report and make presentation to the Medical Review Team. Initiate the development and implementation of Standardized Clinical Review procedures for program. Conduct continuous in-service training for staff development and monitor progress. Provide support to the impact of change in legislation to the Department's policies and procedures.

**DESIRABLE QUALIFICATIONS:**

- ✓ Strong Knowledge in Health Plan Administration.
- ✓ Ability to exercise a high degree of initiative, independence and flexibility.
- ✓ Good interpersonal skills with the ability to communicate effectively both orally and in writing.
- ✓ Ability to adjust to shifting priorities and meet stated deadlines
- ✓ Ability to work under pressure.
- ✓ Excellent attendance and dependability.
- ✓ Ability to work in a team environment.

**WHO MAY APPLY:** State employees, who are currently in the above classification, have list eligibility for appointment or have transfer eligibility are encouraged to apply. Appointment is subject to SROA. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further technical information regarding the position, please contact Shirley Jones at (916) 229-0459. **SEND A COMPLETED APPLICATION/RESUME TO THE PERSON AND ADDRESS PROVIDED BELOW** (please include your social security number for eligibility verification and indicate the **RPA # 00-354** under the job title).

**SUBMIT APPLICATION AND/OR RESUME TO:**

Department of Managed Health Care  
Attention: Shirley Jones  
980 9<sup>th</sup> Street, Suite 500  
Sacramento, CA 95814

California Relay Service: Voice Line: 1-800-735-2922  
TDD User: 1-800-735-2929

**RPA 00-354 [JMF]**

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, AGE, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.